

D/810/E8/U56/1944

FUNCTIONS OF THE DIRECTOR OF PROGRAM SERVICES

Administrative responsibilities and advisory functions have been delegated to the Director of Program Services by the Director of Field Operations, Continental U.S.A., Mr. Ray Johns, and the Coordinator of Headquarter Services, Dr. Hedley Dimock.

A.

I. The main function of this position is to give direction to the development of USO Program Services and to provide a means of coordinating the agency Program Services.

- a. Program services to the agency program departments. This involves obtaining pertinent information related to program and referring it to the agencies; also materials and other resources. For example, information from Special Services educational institutions and other, utilization of the resources of Museums, Art Organization, etc.
- b. Coordinating program field services with activities of the program departments of the agencies. The use of program personnel in the field, the publication of program materials, the use of special program resources.
- c. The coordination and utilization of the program resources of the agencies and USO for training purposes.
- d. Representation of the agency program directors in relationships to other USO departments when joint approaches on the part of the agencies are indicated.
- e. To study and report on new areas of program service which are best approached on a common basis (such as motion picture service, religious literature distribution, program equipment repair services, etc.)*

B. The above responsibilities break down into the following specific functions:

I. Participation in the following committees:

- a. Program Committee
- b. Sub-committees of Program Committee such as:
 - 1. Religious Literature
 - 2. Community Tensions
 - 3. Others

Responsibilities in connection with the above meetings involve preparations for the meetings and the development of plans recommended by the committees.

- II. Attendance at Training Committee meetings as a representative of the Program Committee. This involves responsibilities for training, preparation of materials and consultation with agency representatives on content and organization.
- III. Responsibilities as a resource person and participant in regional training institutes on request.
- IV. Supervision of program staff, including program specialists.
- V. Supervision of the preparation of program publications.
- VI. Coordination of special program services with other divisions in USO, such as: Mobile Services, Overseas, Community Conducted Operations, and publicity.
 - ✓ This involves in most cases series of meetings and consultations with individuals and attendance at headquarters staff meetings.
- VII. Functions which relate to the growth and development of the Program Division as a division. This involves interviews with prospective candidates for positions, meetings with sub-committees of the Program Committee on questions concerning the functions of specialists in the Program Division, staff meetings, etc.
- VIII. Responsibility for representing USO and the Program Committee in connection with outside organizations and individuals concerned with aspects of program.

This involves correspondence, personal contacts and meetings with individuals and organizations such as: folk dance societies, art groups, public affairs and other educational groups, etc. (Many of these responsibilities are being given to program specialists.
- IX. General supervision of Program Division budget.